

Adult and Dislocated Worker Bidders' Conference Attendee List

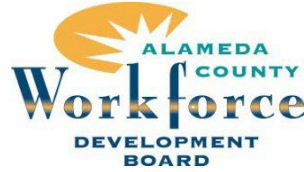
January 7, 2026

Bidders' Conference Attendees at 10 am Session:

1. Carrie Azan-Moncrieffe, Computer Technologies Program
2. Dan Abrami, Abrami & Associates
3. Madelyn Mackie, Activate your Career Dreams
4. Katie Clancy, Bay Area America Works
5. Saul Palomares, SER Jobs for Progress, Inc.
6. Esteban Gonzales, SER Jobs for Progress, Inc.
7. Halena Early, International Rescue Committee
8. Salu Singh, Lao Family Community Development

Bidders' Conference Attendees at 2pm Session:

1. Madelyn Mackie, Activate your Career Dreams
2. Anita Kassem-Anver, International Rescue Committee
3. Su Dung, Lao Family Community Development



Questions & Answers

Questions submitted by January 8, 2026

1. **Question:** Could you clarify what does cash resources for leveraged funding mean and talk more about 10% training fund within leveraged fund?

Answer: WIOA funding is not meant to be the only source of funding. Bidders should show other sources of funding that will be available to support WIOA program. For the 10% training leverage, please see WSD 18-10 directive for more information, including eligible leveraged funds toward training.

2. **Question:** What does Letter of Commitment for leveraged funds look like? Does it have to come from the funder or applicant?

Answer: Letters of commitment related to leveraged funds should indicate a bidder's ability and commitment to using external funding to complement services offered through WIOA-funding programming. The letters can come from either funder, or other relevant partners, or entity.

3. **Question:** Is it expected to have a brick-and-mortar location?

Answer: Yes, a brick-and-mortar location is expected within sub-region and ACWDB's local area to be available to all job seekers.

4. **Question:** Should we have a location within North Cities before, or can we wait until we get awarded to determine location?

Answer: Bidder should determine what will place their bid in the best position to be awarded.

5. **Question:** Can title IV funds be included as leveraged funds?

Answer: All sources of other funding (public and private) that would support career services for participants can be shared as part of a bidder's proposal. For leveraged funding toward training, please refer to Directive WSD 18-10 for a list of allowable leveraged resources.

6. **Question:** What counts as administrative costs and is this different from indirect costs?

Answer: See page 28 of RFP for definitions of WIOA administrative costs. Administrative costs can be either direct or indirect. Organizations that have an approved Indirect Cost Rate (ICR) from a cognizant agency may use their ICR for this contract. Organizations that wish to use the de minimus rate for indirect costs should ensure that indirect costs don't conflict with

administrative costs as defined by WIOA. Bidders may consult with their finance team to determine appropriate costs to include in proposal, including allowable programs costs.

7. **Question:** What percentage of funding can go toward administrative costs?

Answer: None. See page 12 of RFP packet.

8. **Question:** What do the 10%, 25% and 30% leveraged funding refer to? Are they included in our budgets?

Answer: See below for a description of each leveraged percentage amount mentioned within the RFP-

25%: WIOA Title I funds are not intended to be the sole source of funding for the activities of the Sub-Regional Career Services Providers. Bidders must demonstrate leveraged resources of 25% (a match requirement) or more from any variety of funding sources, including public or private funds, that will be used to complement WIOA services provided through this award. For the purposes of the bid, 25% of the total requested budget should be accounted for when demonstrating external/leveraged funding sources. When creating budgets, bidder should determine what will place their bid in the best position to be awarded.

30%: Refers to the percentage of total funding received from the state that the ACWDB sets aside to allocate training funding amounts to contractors. Training funds allocated to contractors do not come out of the contractor's budget but exist as a separate pot that the contractor can utilize for participant training costs.

10%: Of the above 30%, 10% can be leveraged from outside training funds. Awardees are expected to facilitate leveraged funds (10% of total funding) toward training expenditure requirements (30% of total award). Please see WSD 18-10 directive for more information, including eligible leveraged funds toward training. This does not need to be included in your budget.

9. **Question:** Do supportive services and incentives get added to our budget?

Answer: Please refer to the budget template included in the RFP packet. Bidders should determine what will place their bid in the best position to be awarded.

10. **Question:** Can you clarify "employer commitment"?

Answer: Organizations should submit two employer commitment letters from partner employers who indicate how they will commit to working with bidder and WIOA participants. Employers should demonstrate alignment with at least two of the qualities from the [High Quality Jobs Checklist](#).

11. **Question:** In Section VI.G of the RFP, does the term *administrative costs* correspond to the *indirect cost* line item in the Budget Bid Form? If so, is there a maximum allowable percentage for indirect/administrative costs?

Answer: Please see answers to questions #6 and #7.

12. **Question:** Is there a required or preferred format for the workplan, or should applicants structure the workplan narrative based on the programmatic questions outlined in the RFP?

Answer: Bidder should determine what will place their bid in the best position to be awarded.

13. **Question:** Could you clarify the expectations for letters of commitment related to leveraged funds?

Answer: See answer to question #2.

14. **Question:** Does the required 25% match need to come from the applicant's internal (in-house) resources?

Answer: Please see answer from question #8.

15. **Question:** Are commitment letters required from external funders whose funds will be leveraged to support the proposed program?

Answer: See answer to question #2.

16. **Question:** Is there a required format or key elements that should be included in [commitment] letters?

Answer: Letters from partners should indicate how the partnership aligns with the program goals and how it will be to the benefit of participants served.

See answer for question #10 for more information on employer commitment letters.

See answer for question #2 for more information on leveraged funding letters.

17. **Question:** The RFP indicates that 10% of leveraged funding must be allocated to training expenses. Is this understanding correct? If so, could you elaborate on the types of training costs that are allowable and any expectations regarding staff roles, participants, or training outcomes?

Answer: Please see answer for question #8.

18. **Question:** Are there any minimum or maximum percentage requirements (ceilings or floors) for supportive services or other direct client costs within the total project budget?

Answer: Supportive services should be accessible by the majority of program participants.

Bidder should determine what will place their bid in the best position to be awarded.